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Command Policy

**TWENTIETH AIR FORCE REQUIRED
MATERIALS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 20 AF/DOME (Capt Matthew E. Dillow) Certified by: 20 AF/DO (Col Edward W. Rausch)
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This instruction lists materials Intercontinental Ballistic Missile (ICBM) units are required to send to Twentieth Air Force. Units will forward documents and changes as they are produced. Ensure all changes are posted to requested materials prior to mailing. Twentieth Air Force will maintain requested materials and notify units of any discovered discrepancies. This instruction applies to all 20 AF units.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The following materials are requested by 20 AF/DO:

- 1.1. 20 AF/DOME (electronic copies only):
 - 1.1.1. Communications Monitoring Checklist.
 - 1.1.2. Master EWO Lesson Plan.
 - 1.1.3. Retarget Checklists and Materials Book (RCMB).
- 1.2. 20 AF/DOMC (send as E-mail attachments or on 3 ¾" diskettes):
 - 1.2.1. Code Handler Master Lesson Plan.
 - 1.2.2. Monthly Self-Study.
 - 1.2.3. Monthly Coding Activity and Equipment Report.

1.2.4. Senior Code Controller Certification Letter when applicable.

1.2.5. OSKC Emergency Operations Plan.

1.3. 20 AF/DOMV:

1.3.1. Evaluation Data Summary. This summary must include quarterly evaluation pass rates for each operations squadron as well as OGV and OST.

1.3.2. Monthly weapon system Self-Study package.

1.3.3. Requested supplemental lesson plans.

1.3.4. One copy of all current Facility Management and MAF Chef local operating instructions (OIs).

1.3.5. Monthly FM and Chef evaluation data summaries.

1.4. 20 AF/DOD

1.4.1. Installation Security Plan.

1.4.2. Security Operating Instructions.

1.4.3. Antiterrorism/Force Protection Plan (if separate from the ISP).

1.4.4. Manpower Data (monthly).

1.4.5. Route folders/missile complex map.

1.4.6. Tactical Response Force Report (monthly).

1.4.7. Antiterrorism/Force Protection Quarterly Report.

1.4.8. Metrics (monthly).

2. The following materials are requested by 20 AF/LG:

2.1. 20 AF/LGM:

2.1.1. CMS Alert Rate (monthly).

2.1.2. Logistics Summary (monthly).

2.2. 20 AF/LGMO:

2.2.1. OZ Nuisance Alarm Report (monthly).

2.2.2. Camper Rates (monthly).

2.2.3. Olympic Play (monthly).

2.2.4. Activity Reports (quarterly).

2.3. 20 AF/LGL:

2.3.1. Unit Quality Evaluation Reports (electronic, monthly).

2.3.2. Local 797 (electronic, monthly).

2.3.3. Pallet and Net Reports.

2.3.4. Deployment Data (weekly).

- 2.3.5. Trainer Status.
- 2.3.6. MICAP Status (daily).
- 2.3.7. Single Point Failure Analysis.

3. The following materials are requested by 20 AF/SE:

3.1. 20AF/SEG:

3.1.1. "Quick Look" report and Rollover Data Sheet in approved formats for all government vehicle rollovers.

3.1.1.1. A rollover is defined as any Air Force Vehicle, moving on or off base, which in the sequence of a single vehicle mishap, rolls onto its side or top. This includes rolling 360 degrees with the vehicle coming to a rest on its wheels.

3.1.2. "Quick Look" reports on any mishap when requested by 20AF/CC and/or 20AF/SE.

3.1.3. Monthly Excel spreadsheet NLT the 10th day of the following month depicting statistics/rates.

3.2. 20 AF/SEF:

3.2.1. Prioritized list of candidates for the Flight Safety Officer and Aircraft Mishap Investigation Course (AMIC) each year or as needed.

3.2.2. Unit flight safety representative appointment letter.

3.2.3. Wing aircraft mishap investigation board member candidate listing.

4. The following materials are requested by 20AF/CVX:

4.1. Current copies of all treaty compliance plans. Units without a treaty compliance office should request and send copies of the host wing's plans for their base.

4.2. 20 AF Performance and Readiness data monthly (send as e-mail attachments).

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